

Business Travel Protocols for BEA Employees during COVID-19

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This document provides a summary of key requirements and behaviors to be followed by BEA employees when conducting essential business travel during the current COVID-19 pandemic.

- **Approval:** Obtain management approval for all essential business travel. Approval includes the employee's responsible manager, the responsible SLT member, and final approval by the lab director's office. These approvals are granted through email correspondence.
- **Restrictions:** Review all restrictions in place at your travel destination and locations that you will be stopping at along the way. State and local health department websites are the best resource for local restrictions. Keep in mind that restrictions can change rapidly depending on local conditions. If traveling to a location indicated as a hot spot (red and orange areas on the Harvard Global Health Institute website, [refer to this map](#)), speak with your SLT member to determine if a quarantine period will be necessary to return to work at INL facilities. [CDC directory of state health departments](#)
- **Air Travel:**
 - **Wear a cloth face covering (or N95).**
 - Review current TSA screening requirements. [TSA](#)
 - Minimize contact with others by limiting the amount of movement needed (toilet breaks, stretching, checking travel bags, taking something out of the overhead bin, etc.).
 - Clean your travel space (armrests, tray table, seat buckle, fan and light buttons, etc.) with sanitizing wipes.
 - After sitting down, disinfect your hands with sanitizing wipes to avoid transmission from the many surfaces you have come into contact with (overhead bin, seats, etc.).
 - Bring your own magazines or reading materials.
 - Upon landing, do not rush up on the aisle and stand and wait in line for your exit. This increases close contact time with other passengers. Exit your seat when the line is moving, and the aisle is open.
- **Local Transportation:** Use rental cars and avoid public transportation or ride-share services when practical. If traveling in a group, an appropriate number of rental cars can be provided to accommodate distancing. Time traveling in a car should be considered in assessing car rental needs. If employees share a vehicle, the operator and all passengers shall wear face coverings.
- **Lodging:**
 - Once you arrive at your room or rental, clean and disinfect all high-touch surfaces, such as doorknobs, light switches, countertops, tables, desks, phones, remote controls, and faucets.
 - Wash plates, glasses, cups, and silverware (other than prewrapped plastic items) before using.
 - Avoid use of decorative bedspreads and pillows that are not cleaned regularly.
 - Avoid using hotel fitness centers, pools, gyms, and lounge areas.
- **Travel Kit:** Obtain a travel kit with disinfectant wipes and hand sanitizer from one of the medical dispensaries, Travel, Denise Serr (208-526-6192), or Emily Sherman (406-253-2900).
- **N95 Masks:** Obtain N95 masks (and storage bags), if desired, by calling Denise Serr or Emily Sherman at the numbers above. N95 masks may be used on a voluntary basis in

lieu of cloth face coverings during travel. The N95 mask can provide increased protection to the wearer through filtration of airborne virus as compared to a cloth face covering that is intended to prevent the spread of virus from the wearer.

- **General Precautions:** Exercise general COVID-19 prevention measures while on travel. [CDC travel guidelines](#)
 - Wear a cloth face covering (or N95) when in public.
 - Avoid touching frequently contacted surfaces.
 - Clean your hands often.
 - Avoid touching your eyes, nose or mouth.
 - Avoid gatherings and close contact with others. Keep 6 feet of social distancing from others whenever possible.
 - Limit time in restaurants or hotel dining areas to that necessary to purchase carryout food.
- **Understand Risk:** Become familiar with at-risk behaviors and make decisions that minimize your exposure to risk whenever possible. [Texas Medical Association Risk Chart](#)
- **Health:** If you have preexisting conditions and are at higher risk for severe illness from COVID-19, you are advised to contact BEA Medical or your personal medical provider prior to travel to discuss your individual situation and determine if travel is necessary. If you become ill with COVID-19 while on travel and symptoms are life-threatening, call 911. If symptoms are not life-threatening, call BEA Medical (available 24/7, 208-526-2356). Medical can assist with identifying an appropriate medical provider for your evaluation. If the medical evaluation prescribes measures that interrupt scheduled travel (e.g., testing, quarantine, hospitalization), contact Travel (available 24/7, 208-526-1485) to determine appropriate lodging/care facility, family member/caregiver travel needs, and return travel. In all instances, contact and inform your BEA manager.